

**Veterans Services Foundation  
Board of Trustees  
Meeting Minutes  
August 6, 2008**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, August 6, 2008 at the American Legion Department of Virginia Building, 1708 Commonwealth Avenue, Richmond.

**Members Present**

Robert Archer	Vincent Burgess
Supriya Christopher	Paul Galanti
Donald Hall	Adam Harrell
Eugene Hearl	William Lechler
Frederic Leigh	David Richardson
Meade Spotts	Leo Wardrup
Randall West	Frank Wickersham
Kathleen Wilder	Samuel Wilder

**Members Absent**

Leroy Gross

**Commonwealth of Virginia Officials Present**

Flora Hezel, Assistant Attorney General, Office of the Attorney General  
Anne Atkins, Director of Communications, Department of Veterans Services  
Steven Combs, Director of Policy and Planning, Department of Veterans Services  
Jack Hilgers, Development Coordinator, Department of Veterans Services  
Martha Mead, EO19 Project Manager, Department of Veterans Services  
Armistead Ransone, Director of Finance and Administration, Department of Veterans Services  
Judy Reid, IT Program Assistant, Department of Veterans Services  
Hazel Sanon, Commissioner's Office, Department of Veterans Services

**Others Present**

Lew Deal, Government Affairs Counsel, Robison International, Inc.

## **Materials Distributed**

- Meeting Agenda;
- Draft Minutes of the June 11th, 2008 meeting;
- Addendum to June 11, 2008 Minutes
- Board of Trustees Handbook;
- Electronic Reimbursement for Travel package;
- VSF Member Orientation Slide Set with Joint Leadership Council of Veterans Service Organizations (JLC) Chair's Message and DVS Communications Director's Brief;
- Board of Veterans Services (BVS) Chairman's Report;
- DVS Commissioner's Report;
- Veterans Services Fund Quarterly Report;
- Development Committee Report;
- Draft VSF Policy on In-Kind Donations;
- VSF Fundraising Requirements for FY09;
- VSF Brochure;
- TurboVet Point Paper;
- Wounded Warrior Frequently Asked Questions Handout;
- FY09 Board Goals & Objectives

## **Administration of the Oath of Office to New Members**

The new members of VSF were sworn in by Secretary of the Commonwealth, The Honorable Katherine K. Hanley, at 9:55 a.m.

The floor was opened to Secretary Hanley as she provided a moving overview of her son's military combat injuries and his recovery process.

## **Opening and Pledge of Allegiance**

Frank Wickersham welcomed everyone and called the meeting of the VSF Board of Trustees to order at 10:05 a.m. The members recited the pledge of allegiance to the American Flag.

## **Roll Call of Members and Quorum Determination**

The roll was called with sixteen of the seventeen members were recorded as present. A quorum was determined.

## **Approval of Agenda**

Without objection, the Chair stated that the agenda would be modified to take the action items before the member orientation because several members had to leave early. Hearing no objection, the review and approval of the minutes of June 11, 2008 and the VSF Draft In-kind Donations Policy were moved up on the agenda.

### **Review and Approval of June 11, 2008 Meeting Minutes**

The minutes of the June 11, 2008 meeting were reviewed. A **motion** was made by Meade Spotts, seconded by Vince Burgess and **unanimously passed** to approve the minutes as written. An addendum to clarify the facts presented in the minutes was presented by the Board Chair. Vince Burgess **motioned to adopt the addendum** to the minutes, which was seconded by Kathleen Wilder and Robert Archer and **the motion carried unanimously**.

### **Adoption of Foundation In-Kind Donations Policy**

Adam Harrell proposed a **motion** for the adoption of the In-Kind Donations, seconded by Vince Burgess. During discussion Leo Wardrup questioned the volume of in-kind donations and whether in-kind donations should be encouraged. Jack Hilgers responded that historically the Virginia Veterans Care Center had received numerous in-kind donations, both useable and unusable. In the past this material has not been accounted for and actual volume of donations has not been determined, but is substantial according to the Administrator of the Virginia Veterans Care Center. He said that he would ask the Virginia Veterans Care Center for additional information, but that the Foundation In-Kind Donations Policy also was needed to account for in-kind donations to the Wounded Warrior fundraisers. There being no further discussion, **the motion carried unanimously**.

### **Board of Trustees Orientation**

With comments or presentations by:

- Board Chair Frank Wickersham, *Orientation Introduction*
- Board 2<sup>nd</sup> Vice Chair Kathleen Wilder, *Welcoming Remarks*
- DVS Commissioner Vince Burgess, *Welcoming Remarks and Staff Introductions*
- DVS Director of Policy & Planning Steven Combs, *DVS Overview*
- BVS Chairman Paul Galanti, *BVS Overview*
- JLC Chairman Sam Wilder, *JLC Overview*
- Member of the Governor's Advisory Commission for Veterans' Affairs and Board Member Frederic Leigh, *State Veterans Services History*
- Development Coordinator Jack Hilgers, *VSF and Board of Trustees Responsibilities*
- Assistant Attorney General Flora Hezel, *Conflict of Interests and FOIA*
- Finance Committee Chair Adam Harrell, *Finance Committee Responsibilities*
- Development Committee Chair Supriya Christopher, *Development Committee Responsibilities*
- Director of Communications Anne Atkins, *VSF Public Relations*

**The Board took a lunch break between 11:45am and 12:15pm.**

## **Reports**

### **Board of Veterans Services Report**

BVS Chairman Paul Galanti was not present, having had to depart early, but Board Chair Wickersham noted that a written report was included in the agenda packet.

### **Joint Leadership Council of Veterans Service Organizations Report**

Report delivered by JLC Chairman Sam Wilder.

In November, the Chairman's annual report was sent to all 140 legislators because the General Assembly did not know who the JLC was. He said that priorities for legislative objectives were agreed to and supported by all of the 23 Veterans Services Organizations. All JLC veterans organizations were speaking with one voice. The JLC along with BVS, VSF, the Citizen Soldier Support Council (CSSC), and the Virginia Military Advisory Council (VMAC) all make recommendations and provide direct input to the Governor.

### **Department of Veterans Services Report**

The report delivered by Commissioner Vince Burgess covered the following topics:

#### **TurboVet**

The program is a web based claims processing device that eliminates the paper trail and backlog of claims (a point paper regarding TurboVet was provided)

#### **Virginia War Memorial**

The Memorial is a state agency located in Richmond and DVS has taken the responsibility of providing administrative support to it. The Memorial has a supervisory board and an operational staff. They also have a 501(c)(3) Education Foundation which is currently raising money for a construction project to add an education wing to the current facility. The Memorial is now part of the responsibility of the Secretary of Public Safety.

#### **DVS Budget**

Commissioner Burgess foresees another round of budget cuts. How much and when it will begin is not known but he believes it will be soon. Commissioner Burgess stated DVS has frozen positions that were allocated and funded but have not hired. Specific examples are:

- A Human Resources Director was authorized but that position will not be filled. DVS is working with the Department of Mental Health for that service now.
- A Contracts Officer was authorized but the position will not be filled.
- The Deputy Commissioner for Finance and Administration Director was authorized but Armistead Ransone will have to do double duty.
- The FY09 DVS budget is approximately \$34 million, including the Wounded Warrior Program. Of this amount, a little over \$8 million is General Fund monies and the balance is made up of Non-General Funds that are earmarked federal funds, private pay, Medicaid/Medicare, the VA per diem. Some of the Non-General Funds revenue, that is not federal funds, may be on the table for cuts as well.

Leo Wardrup referred to Tab H of the Trustees Handbook, regarding the bills that were passed in the last session of the General Assembly; that is HB475 and SB297. He asked if this is a new responsibility clause that has not yet been incorporated into the latest updated version of the Code of Virginia which will be forthcoming. Jack Hilgers stated that they are enactment clauses that don't appear in the Code and they are contained in the handbook because the Commissioner and the Foundation have an obligation that can't be ignored.

The Commissioner asked for an explanation of "enactment clauses" for the Board. Jack Hilgers said that enactment clauses contain short-term guidance, that doesn't belong in the Code, and gave examples. They are guidance that the Department and the Foundation must follow for the next two years. If legislation carries these mandates forward longer, then he suggested a DVS policy be written to provide future guidance to all concerned.

Leo Wardrup followed with a comment regarding the second item under Tab H relating to item C, which is budget language. He said that it expires after two years unless there is something that transpires and that causes it to be placed back in the budget. He then asked if the monies, specifically the \$2.5 million general fund, was new money or did it actually come from a set aside for case management services? Jack Hilgers responded that it was new money.

The Commissioner questioned whether it would continue as base money, to which Jack Hilgers responded, no. Leo Wardrup asked if the funds come out of an amendment to the budget or the Committee of Conference. To which the Commissioner and Jack Hilgers responded, the Conference Committee.

#### Virginia Wounded Warrior Program (VWWP)

Commissioner Burgess told the board that a new Executive Director for this program has been hired. Her name is Catherine "Cathy" Wilson, a former Navy Captain in the Nurse Corps, and she will have an office at the Sitter & Barfoot Veterans Care Center.

#### Veterans Services Fund Quarterly Report

Report delivered by Armistead Ransone, DVS Director of Finance and Administration

Mr. Ransone pointed the Board to the handout labeled "Veterans Service Fund Report: November 2003 thru July 31, 2008."

He stated that the original balance began with \$268,000 and currently it has a cash value of \$413,900. Of that, \$142,000 is obligated to the Virginia Veterans Care Centers, the Sitter & Barfoot Veterans Care Center, Cemetery Operations, and the Wounded Warrior Program, leaving a cash balance of \$271,500.

Mr. Ransone pointed out that the veteran care centers and cemetery sub-fund accounts receive donations from individuals and organizations. DVS started a process this year whereby each present a budget to Commissioner Burgess for review and approval. It then is presented to the Board for approval. The care centers and cemetery administrators are then allowed to use the approved funding when needed throughout the year.

Mr. Ransone directed the Board to the next two sheets that show an approved budget for Virginia Veterans Care Center and Sitter & Barfoot Veterans Care Center. He also stated that the cemetery was not included which consisted of only \$1,100, which is used for purchasing necessary material and tools on the sites.

### **Finance Committee Report**

Report delivered by Finance Committee Chair Adam Harrell

Adam Harrell said that the Foundation In-Kind Donation Policy has already been approved by the Board and he was ready to move on.

### **Development Committee Report**

Report delivered by Supriya Christopher

She noted that a report is attached to the agenda and would have more to report after the Committee meeting to be held later that afternoon.

### **Executive Committee Report**

Chairman Frank Wickersham reported that no issues were presented, therefore, no report would be given.

## **Old Business**

### **Discussion of Strategic Planning**

The Strategic Planning Process was discussed briefly by Jack Hilgers. He pointed out to the new members that located in the Handbook are the four elements of the strategic planning process and that Appendix 2 was not included because it duplicates material contained in Tabs C through H of the Trustees Handbook. There has been no progress to date because he had received no feedback from the Board members. He emphasized that strategic planning is a team process and that Board members must be involved. He asked that they take another look and provide their comments.

### **Clarification of Fund Raising Policy**

At the last Board meeting questions were raised regarding the need for VSF to register with the Office of Consumer Affairs and whether State employees could solicit contributions to the Veterans Services Fund. Assistant Attorney General Flora Hezel covered state fund raising policies. Upon receiving a formal request from DVS, for clarification of the issues, she and Senior Assistant Attorney General Don Ferguson agreed that VSF does not have to be registered with the Office of Consumer Affairs in order to solicit donations. This includes the staff at Department of Veterans Services and Board members performing fund raising duties.

### **Other Old Business**

Jack Hilgers pointed out the VSF FY09 Fundraising Requirements sheet (included in the agenda packet), is included along with other discussion items for a full understanding of what the Board

is facing. He noted that the Bell Tower requirements were increased to \$120,000 each in order to account for increases in cost of materials before construction could get under way.

## **New Business**

### **FY09 Goals and Objectives**

Chair directed them to the VSF Goals & Objectives for FY09 sheet provided in the agenda packet and asked the Board to review them and provide comments. He indicated that they would be an action item at the next Board meeting.

### **Other New Business**

Jack Hilgers reported for Joan Washburn. He said that Steve Combs had recently received an e-mail from Joan Washburn stating that the totals for the Virginia Wounded Warrior Program (VWWP) fundraising amounts to \$53,000 on hand and about \$30,000 pledged which will be received at a later date. Further, that the fund raising expenses were not detailed and are to be provided by the end of this month. He will be meeting with her later this month to receive all the details.

## **Committee Meetings**

The Board meeting remained open for the next 30 minutes (beginning at 1:07 p.m.) with the Development and Finance Committees conducting separate meetings.

The Development Committee discussed the following items:

- The contracting of an independent fundraiser
- Fundraising requirements for the Virginia Wounded Warrior Program
- Unmet or unfunded DVS needs
- Production of brochures and materials to support fundraising
- Formation of regional sub-committees and the appointment of sub-committee chairs
- Regional fundraising plans

The Finance Committee discussed the following items:

- Finance Committee tasks as outlined in the ByLaws
- Possible revisions to the ByLaws
- Audit requirements

## **Public Comment Period**

There was no public comment

## **Adjourn**

The Board meeting adjourned at 1:45 p.m.

The next meeting of the Veterans Services Foundation will be held on Wednesday, November 12, 2008. Members will be advised of the exact meeting place and time prior to that meeting.